

## **Instructions For Requesting a Certificate of Standing**

In order to receive a certificate of standing (usually required for admission to other jurisdictions) send a written request and a check for the correct amount payable to the State Bar of California to:

State Bar of California  
Membership Records  
180 Howard St  
San Francisco CA 94105

### **Regular Certificates**

Requests for regular certificates must be made in writing, and there is a fee of \$25 for one to five certificates per attorney member payable in advance. Please include the bar number to ensure the certificate is for the correct person. The certificate can not be faxed, but will be mailed within 5 working days of receipt of the request. You can shorten mailing time by using overnight mail service and including a prepaid overnight return envelope.

### **Certificate Includes**

Full name, date of admission, name changes (if any), changes of status (Inactive, Not Entitled, etc), discipline (if any).

### **Complaint Check Certificates**

If you are applying for admission to another state, you may be asked to provide information as to whether or not complaints or grievances have been filed against you. These certificates may only be sent directly to the State Supreme Court or State Bar of the other state. They can not be sent to the member or to any other individual or organization.

To obtain a COMPLAINT CHECK CERTIFICATE, send a written request and a check for \$25 to Membership Records. Be sure to state that a COMPLAINT CHECK CERTIFICATE is needed. The request must include the signature of the member authorizing the release of such information and the address of the State Supreme Court or State Bar that will be receiving the certificate.

### **Notarized Certificates**

If you need a certificate that is also notarized - for admission in another country - send the written request and fee and include the information that it must be notarized. Also include a contact phone number so that we can make the necessary arrangements. You are responsible for payment of notary fees.

### **California Supreme Court Certificate**

Some jurisdictions (the US Supreme Court) require a certificate from the California Supreme Court. These may be obtained from the Court with a written request and a fee of \$1.00. Send your request, payment and self addressed envelope to:

California Supreme Court  
350 McAllister St  
San Francisco CA 94102  
415-865-7000

If you have questions about the procedure for obtaining certificates of standing, please contact Membership Records at 415-538-2000 or send us email at [memrec@calbar.ca.gov](mailto:memrec@calbar.ca.gov).



The State Bar of California  
Membership Records  
180 Howard Street  
San Francisco, CA 94105-1639

# State Bar of California Certificate Request Form

For Official Use Only

Questions:  (415) 538-2000  [memrec@calbar.ca.gov](mailto:memrec@calbar.ca.gov)

**Please use a separate request form for each member**

## 1) CONTACT INFORMATION

Member Number: \_\_\_\_\_ Full Name: \_\_\_\_\_

**Send Certificates to this address**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ + \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

## 2) PAYMENT INFORMATION

☐ **Pay By Credit Card** ☐ **Visa** ☐ **MasterCard**

Card #: \_\_\_\_\_ Expires (MM/YY): \_\_\_\_\_

Name On Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

By my signature on this document, I/we hereby authorize The State Bar of California to charge my/our VISA or MasterCard account for the \$25 per certificate as well as for any shipping or notary charges requested.

☐ **Pay By Check: Make check payable to 'The State Bar of California.'**

## 3) ORDER INFORMATION

- ☐ Please send me a certificate. \_\_\_\_\_ Number of copies. (Up to 5 copies for one member for \$25)
- ☐ Please send a complaint check certificate. (Complaint check certificates may only be sent to state bar associations and state supreme courts. See instructions on web site for details.) The cost is \$25.
- ☐ Please send me a notarized certificate (required by some foreign jurisdictions). Please be sure your phone number is included in the contact information. You are responsible for the payment of notary fees. (\$25, plus notary fees)

Please be aware that certificates required for admission to the U.S. Supreme Court must be purchased from the California Supreme Court. (See instructions on web site for details.)

## 4) SHIPMENT INFORMATION

### CERTIFICATES CANNOT BE FAXED

- ☐ Please mail my certificate(s). (Certificates will be mailed within five working days of receipt of request.)
- ☐ Please charge my credit card for overnight mail service \_\_\_\_\_ (initial here).
- ☐ Please send my certificate by overnight mail. I have enclosed a prepaid overnight return envelope.
- ☐ Please send my certificate by overnight mail.

Account # : \_\_\_\_\_ Carrier: \_\_\_\_\_

### FAX CREDIT CARD

#### ORDERS TO:

Membership Records  
(415) 538-2576

#### OR MAIL TO:

Membership Records  
Attn: Payment Processing  
180 Howard Street  
San Francisco, CA 94105-1639